Correcting Journal Import Data (Campus Based)

Scope

This procedure covers the necessary steps to correct data validation errors (Level 2 errors) that occur when the Awards file, Teacher Cancellation file, Perkins Loan Balance Sheet Information, or FISAP Expenditures file processes into SFA FMS. After making your corrections, you must re-import the corrected journal entries. These corrected journal entries are automatically put into a batch, which must then be posted in GL.

It is important to note that the processes covered in this procedure can be applied across all programs.

System References

N/A

Policy

N/A

Responsibility

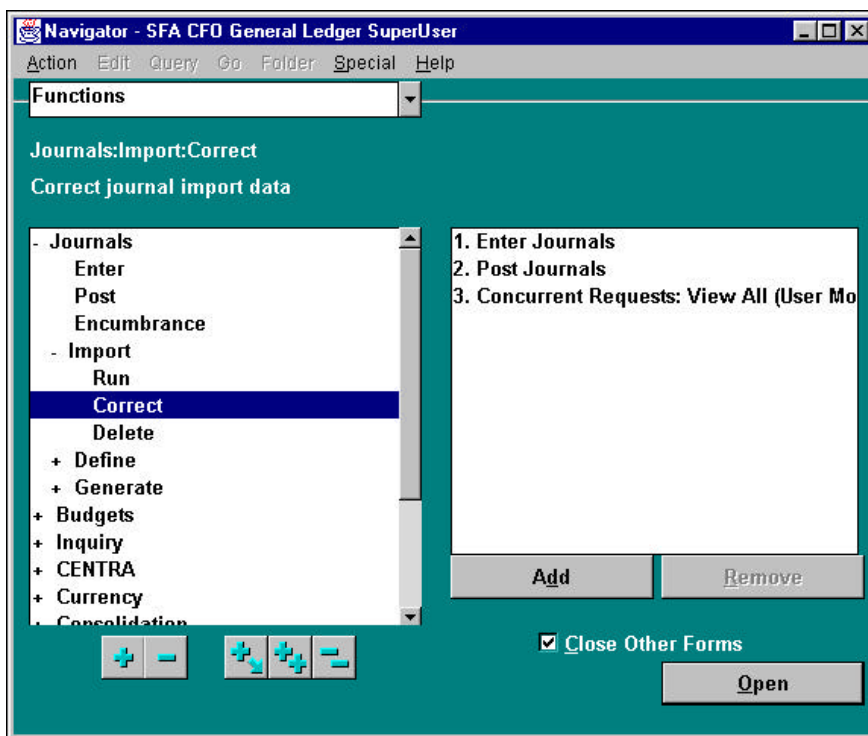SFA CFO General Ledger SuperUser

Distribution

N/A

Ownership
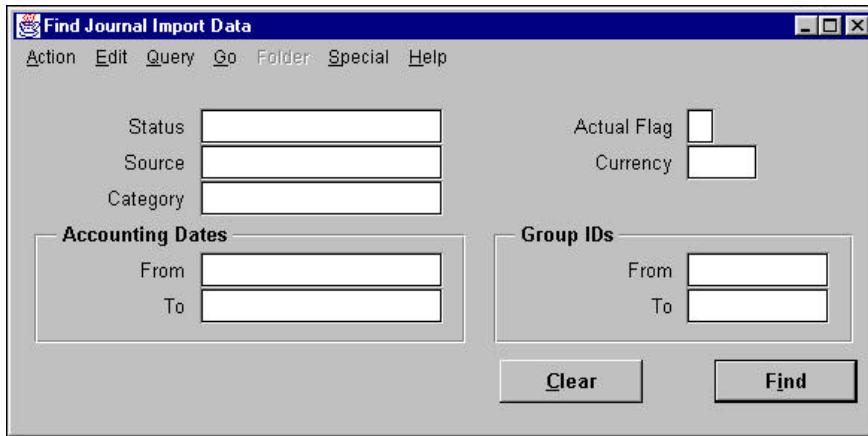
N/A

Activity Preface

Prerequisite: Review the Journal Import Execution Report and note the Request ID, Group ID, error type and the number of records in error. Then the problem must be researched with Campus Based program personnel.

This procedure continues from: View Requests

Correct Journal Import Data-SFA CFO General Ledger SuperUser

1. From the "Navigator" window, Double-Click **Journals, Import, Correct** and the "Find Journal Import Data" window appears.
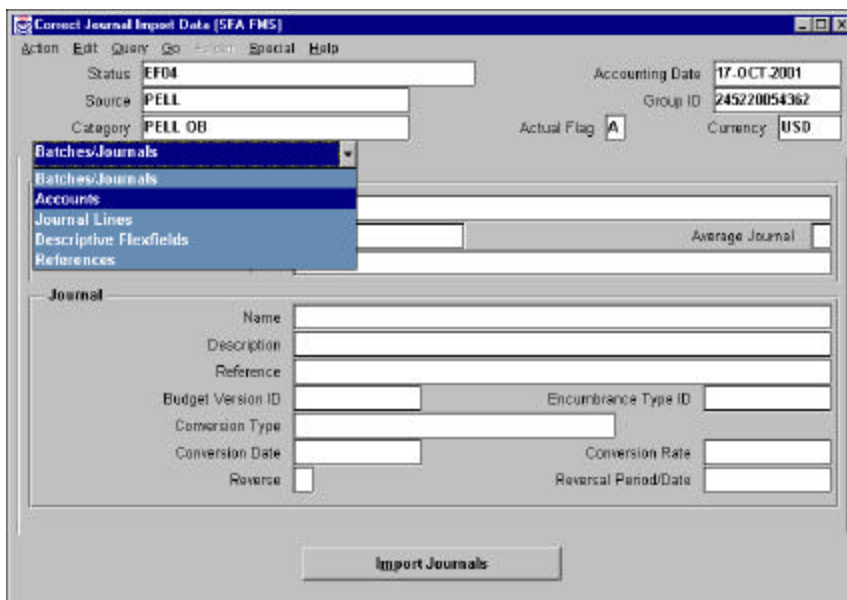
2. Place your cursor in the Source field and Click on the **List of Values** button.

3. Select "CBS Award" and Click on the **Find** button. The "Correct Journal Import Data" window appears.

4. Select "Accounts" from the drop-down menu in the middle of the form.

5. Place your cursor in the Status field and Press the Down Arrow key on your keyboard until you find the correct Group ID # noted when you viewed the output report.

FYI: It is also possible to place your cursor in the "Group ID" field and query for the correct Group ID #. You can do this by putting you cursor in the header (top portion of the screen), then click Query/Enter. Second, put your cursor in the Group ID field and enter the Group ID #. Third, click Query→Run.

6. Select the field that needs to be corrected, and fill in the correct information.

FYI: The correct information is determined by analyzing the journal import execution report.

7. Click on the **Save** button (yellow computer disc) in the Oracle Toolbar. You will notice that the status changes to "Corrected."

8. Press the Down Arrow key on your keyboard to make the corrections for the rest of the records in the Journal Import with the same Group ID #.

9. Click on the **Import Journals** Button. The Import Journals Form appears.

Import Journals (SFA FMS)

Action   Edit   Query   Go   Folder   Special   Help

Source   Group ID

Run Options
☐ Post Errors to Suspense
☐ Create Summary Journals

Date Range
Start
End

Import Descriptive Flexfields
○ No   ○ With Validation   ● Without Validation

Import

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10. Enter "Campus Based Award" in the source field.

11. Enter the correct Group ID # in the Group ID field.

FYI: The Group ID # was noted when reviewing the Journal Import Execution Report that you access by clicking on View→Output.

12. Select the "Without Validation" radio button.

13. Click on the **Import** button. Proceed to click "Yes" on the two pop-up boxes that follow.

14. Close out all windows to return to the "Navigator" window.

FYI: You can proceed to View Requests (see Activity section of Campus Based Job Aid Non-GAPS) to verify that the re-import process ran successfully.

End of activity.

Start

Correct Journal Import Data-SFA CFO GL SuperUser

- From "Navigator" window, Double-Click Journals, Import, Correct & "Find Journal Import Data" window appears. (1)
- Place your cursor in Source field & Click on List of Values button. (2)
- Select "CBS Award" & Click on Find button. "Correct Journal Import Data" window appears. (3)
- Select "Accounts" from drop-down menu in middle of form. (4)
- Place your cursor in Status field & Press Down Arrow key on your keyboard until you find correct Group ID # noted when you viewed output report. (5)
- Select field that needs to be corrected, & fill in correct info. (6)
- Click on Save button (yellow computer disc) in Oracle Toolbar. You will notice that status changes to "Corrected." (7)
- Press Down Arrow key on your keyboard to make corrections for rest of records in Journal Import with same Group ID #. (8)
- Click on Import Journals Button. Import Journals Form appears. (9)
- Enter "Campus Based Award" in source field. (10)
- Enter correct Group ID # in Group ID field. (11)
- Select "Without Validation" radio button. (12)
- Click on Import button. Proceed to click "Yes" on two pop-up boxes that follow. (13)
- Close out all windows to return to "Navigator" window. (14)

End